

915107/20/04

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: **COMPUTER OPERATOR**

DEFINITION

Under general supervision, to perform a variety of technical and skilled tasks in the operation of data processing and peripheral equipment to support user needs; and to do related work as required.

REPORTS TO: Senior Computer Operator

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Senior Computer Operator.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Operate computer consoles, peripheral devices, and related equipment.

Transfer data entry files to operations.

Run daily tape library systems and pull appropriate tapes for daily job usage.

Test program/systems changes made by systems and programming staff.

Maintain a record of computer jobs completed.

Monitor performance of computer systems; document problems on trouble reporting system.

Burst and decollate reports.

Follow and track formal written product schedule.

Maintain job instructions.

Arrange paper supplies in stock room.

Assist in computer equipment preventative maintenance; apply standard correction procedures to equipment malfunctions.

Interact with users to ensure needs are met.

QUALIFICATIONS

Knowledge of:

Computer and related equipment operations and principles.

Computer equipment maintenance.

Principles, practices, and methods of electronic data systems.

Ability to:

Operate all City computer equipment and related software.

Understand and follow detailed oral and written instructions, flow charts, and documentation.

Identify and resolve routine system errors and problems.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade supplemented by specialized courses in computer operations.

Experience: One year of experience in the operation of data processing and peripheral equipment and/or testing and implementation of new programs and procedures on a central computer system.

MEDICAL CATEGORY: Group 1

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Computer Operator

TO: Senior Computer Operator